

DESIGN REVIEW ADVISORY BOARD

Town of Dedham

Mollie Moran, Chair
Paul Corey, Vice Chair
Steven Davey, Clerk
John Haven
Robert Taraschi



Richard J. McCarthy, Jr.
Planning Director

Susan Webster
Administrative Assistant
Phone 781-751-9242
Fax 781-751-9225
swebster@dedham-ma.gov

26 Bryant Street
Dedham, Massachusetts 02026

DRAB 2011-2012 SCHEDULE

MEETING DATE	APPLICATION DEADLINE	LOCATION
Wednesday, December 7, 2011	Friday, November 25, 2011	Selectmen's Chambers

2012		
Wednesday, January 4, 2012	Friday, December 23, 2011	Selectmen's Chambers
Wednesday, February 1, 2012	Friday, January 20, 2012	Selectmen's Chambers
Wednesday, March 7, 2012	Friday, February 24, 2012	Selectmen's Chambers
Wednesday, April 4, 2012	Friday, March 23, 2012	Selectmen's Chambers
Wednesday, May 2, 2012	Friday, April 20, 2012	Selectmen's Chambers
Wednesday, June 6, 2012	Friday, May 25, 2012	Selectmen's Chambers
Wednesday, July 11, 2012	Friday, June 29, 2012	Selectmen's Chambers
Wednesday, August 1, 2012	Friday, July 20, 2012	Selectmen's Chambers
Wednesday, September 5, 2012	Friday, August 24, 2012	Selectmen's Chambers
Wednesday, October 3, 2012	Friday, September 21, 2012	Selectmen's Chambers
Wednesday, November 7, 2012	Friday, October 26, 2012	Selectmen's Chambers
Wednesday, December 5, 2012	Friday, November 23, 2012	Selectmen's Chambers

Please make note of application deadlines. These dates are **firm**, and **no application will be accepted for an upcoming meeting after the deadline.** Only supplemental materials to previously submitted applications will be accepted after the deadline.

Contact Information

Town of Dedham Planning & Zoning Office
26 Bryant Street, Dedham, MA 02026

Richard McCarthy, Planning Director: 781-751-9241
rmccarthy@dedham-ma.gov

Susan Webster: 781-751-9242
swebster@dedham-ma.gov

Fax: 781-751-9225

Design Review Advisory Board (DRAB) Application Process and Procedures

STEP 1:

Pre-Application Review: You may request a pre-application discussion with the Planning Director, Richard McCarthy, or the administrative assistant, Susan Webster. At this meeting, you can present your application and proposals, and any questions you may have can be addressed prior to your hearing.

Reasons for DRAB Meetings:

1. All new construction, additions to, and exterior alterations of existing buildings in CB, GB, HB, LB, LMA, LMB, and RDO districts;
2. All wireless communications projects located within the wireless overlay district;
3. All new signage or alterations of existing signs in CB, GB, HB, LB, LMA, LMB, and RDO districts;
4. All projects located in RDO, PC, PR, or LM subject to parking plan approval, site plan review, major nonresidential project, or requiring special permit or variance from the Zoning Board of Appeals.

Project Breakdown

Minor Project:

Storefront
Awning
Sign
Other

Major Project:

New Building
Building Renovation
Site or Parking Plan

Wireless Project:

New wireless facility
Replacement of equipment
New co-location

STEP 2

Filing of Formal Application: Using the DRAB Application packet, the applicant shall file a complete application as per the requirements of §9.6 of the Zoning By-Laws and checklist accompanying the application by bringing a completed application packet in to the Planning Board Administrative Assistant for submission.

Note: DRAB meets the **FIRST FRIDAY** of every month. Applications to be heard are due no later than end-of-day on the Friday two weeks prior.

STEP 3

Application Completeness Review: The Administrative Assistant shall conduct a completeness review to ensure that all required elements are present. No plan shall be deemed to have been officially submitted to DRAB and time stamped until the submission materials including the plan, required applications, forms, fees, and other materials have been received. The **official**

submission date, whether plans are plans delivered or sent by registered or regular mail, is the delivery date. Every effort should be made to provide a complete submission at the time of filing. Additional materials should not be presented at the time of the hearing because it does not give Board members sufficient time for review. Upon finding that the application is complete, the application shall be time-stamped. Note that for relief or waivers from the ZBA, a copy of the submitted application should be filed with the DRAB.

STEP 4

Distribution of Plans: The Administrative Assistant shall distribute the application packet to the Town Planner and the Building Department for review.

STEP 5

Add to Agenda: The Administrative Assistant shall place the application as an agenda item on the next available DRAB meeting. Meetings are held on the first Friday of every month. Availability shall be determined both by time requirements of DRAB and other application timelines.

STEP 6

Review of Plans: The Town Planner shall conduct a review of the submitted materials and prepare a findings memo. This memo shall consist of relevant project data and criteria and include any recommendations for DRAB's consideration.

STEP 7

Distribution of Packets: The Administrative Assistant shall finalize the findings memo, prepare packets, and send each Board member the following items in their distribution packet:

1. Copy of application
2. Reduced size set of plans (should be added to Form X)
3. Town Planner's memo

Packets should be mailed provided that at least one (1) week lead time is available.

STEP 8

Written Recommendation: A recommendations letter shall be generated by the Town Planner. Said letter shall be forwarded to the members of DRAB for review and approval as to form and content. Upon a finding by DRAB that the decision letter is adequate, they shall sign the letter. The Town Planner or designee shall copy and distribute the decision letter to:

1. Applicant
2. Property Owner
3. Building Official (with plans and application)
4. Planning Board
5. Town Administrator/Board of Selectmen
6. Case-file (original)

Note that for ZBA cases, the written recommendation must be provided by DRAB to the ZBA at least seven (7) days prior to the ZBA public hearing date.




**TOWN OF DEDHAM
SIGN PERMIT APPLICATION
Form 3**
**A separate application is needed for
each sign on the property**

Permit #:

Date Granted:

Fee Paid:

1. Address of Property:	
2. Property Owner's Name:	Phone #
3. Property Owner's Address: Street:	
City, State & Zip Code:	
4. Sign Contractor's Name:	Phone #
5. Sign Contractor's Address: Street:	
City, State & Zip Code	
6. Sign Engineer's Name (if applicable):	
7. Sign Engineer's Address: Street:	
City, State & zip Code:	
8. Zoning District of Property: SRA; SRB; GR;CB; HB; LB; GB; LMA; LMB; AP; RDO; PC; SC (circle one)	
9. Type of Sign: () Free Standing () Wall Mount () Window () Miscellaneous	
10. Setbacks (provide for free standing sign): front yard setback_____	
Left sideyard setback_____ Right sideyard setback_____	
11. Size of Sign: width_____ Length_____	12. Sign area (sq. ft):
13. Height of sign above grade _____ Ft.	
14. Provide the total sign area for all signs allowed on the property (sq. ft)	
15. % of wall area that sign occupies (for wall signs only)	
16. Type of Illumination: () Internal () External () No illumination Note: All Illuminated Signs also require a wiring permit from a licensed electrician	
17. Type of lighting: () Fluorescent () Incandescent () LED	
18. Does this sign require Design Review Advisory Board Review? () yes () no	
19. Is a Board of Appeals Decision part of this application? () yes () no	
20. Will the proposed sign conform to the Town of Dedham Sign Code, the Town of Dedham Zoning Bylaws, the Massachusetts State Building Code, and all applicable laws and regulations? () yes () no	
21. Total Cost of Sign(s) (including installation) \$_____	
22. This application is a true statement signed under the penalties of perjury:	
Signature of Owner/Authorized Agent:	Today's Date:
Print Name Here:	

DESIGN REVIEW ADVISORY BOARD Mollie Moran, Chair Paul D. Corey, Vice Chair Steven Davey, Clerk John Haven Robert Taraschi	DEDHAM TOWN HALL 26 Bryant Street Dedham, Ma 02026 (781) 751-9241 Tel (781) 751-9225 Fax swebster@dedham-ma.gov	
DRAB -		
PROJECT NAME		FEE: \$25.00
PROJECT ADDRESS		
APPLICATION DATE		MAP/PARCEL#
I. PROPERTY INFORMATION <ul style="list-style-type: none"> If applicant is business owner, please provide property owner information also. If applicant is property owner, provide list of businesses which occupy or will occupy the property. 		
BUSINESS OWNER	PROPERTY OWNER <input type="checkbox"/> Check here if same as business owner	
NAME:	NAME:	
ADDRESS:	ADDRESS:	
PHONE:	PHONE:	
FAX:	FAX:	
BUSINESS PHONE:	BUSINESS PHONE:	
E-MAIL:	E-MAIL:	
II. PROJECT INFORMATION		
Project zoning district: <input type="checkbox"/> SRA <input type="checkbox"/> SRB <input type="checkbox"/> GR <input type="checkbox"/> CB <input type="checkbox"/> LB <input type="checkbox"/> GB <input type="checkbox"/> HB <input type="checkbox"/> LMA <input type="checkbox"/> LMB <input type="checkbox"/> AP/RDO <input type="checkbox"/> PC <input type="checkbox"/> SC <input type="checkbox"/> OTHER		
Building type: <input type="checkbox"/> Free standing commercial <input type="checkbox"/> Commercial buildings of residential character <input type="checkbox"/> 1-3 story commercial w/continuous storefront		
Project type: Major: <input type="checkbox"/> New building/addition <input type="checkbox"/> Exterior renovation <input type="checkbox"/> Site <input type="checkbox"/> Other Minor: <input type="checkbox"/> Storefront <input type="checkbox"/> Sign <input type="checkbox"/> Awning <input type="checkbox"/> Other (For signs, please complete information on following pages). Wireless: <input type="checkbox"/> New Wireless Facility <input type="checkbox"/> Replacement of equipment <input type="checkbox"/> New co-location		
ZBA Application: <input type="checkbox"/> Not Required <input type="checkbox"/> Required Hearing Date_____ Waivers Requested_____		
Building Commissioner Review: Yes <input type="checkbox"/> No <input type="checkbox"/>		
III. APPLICATION PACKET CHECKLISTS: See Page 8-9 for checklists for both Major and Minor projects and Wireless Communications projects		
IMPORTANT NOTE		
If you will be submitting your application as a hard copy, include SEVEN (7) complete sets of the application, checklist materials, owner consent for signs, and any narratives. Please also attempt to provide a pdf file of the plans.		
<p><u>A hard copy submittal without all SEVEN (7) sets will be deemed incomplete.</u></p> <p>Photocopy fees as follows will be charged if full applications are not received:</p> <p>Copy of entire application x 6: \$15.00</p> <p>Plain paper copies: 25 cents per page</p> <p>Color copies: 50 cents per page</p> <p>Oversized copies: 75 cents per page</p>		

Applicant Name_____ Applicant Signature _____

Applicant Affiliation/Company_____ Date_____

☐ Property Owner ☐ Business Owner ☐ OtherPhone_____

Note: If applicant is not the owner, a letter from the property owner must be included that acknowledges their permission to pursue this change.

Please send or deliver application materials to: swebster@dedham-ma.gov and rmccarthy@dedham-ma.gov or to Design Review Advisory Board, Dedham Planning Board Office, Dedham Town Hall, 26 Bryant Street, Dedham, MA 02026. **The application will not be deemed complete until all materials requested are received.** DRAB meetings are usually held on the first Friday of each month unless otherwise posted. (check with the Town Planner's Office). Completed applications must be received fourteen (14) days prior to the hearing in order to be scheduled. At the discretion of the Committee Chair, smaller projects may be accepted for hearings within the seven (7) day review period.

Sign Review Application Supplemental Requirements (For Sign Applications Only)

Total New Sign Package				
From all of the individual sign worksheets, please provide the following information:				
Sign#	Sign Name	Sign Area (s.f.)	Sign Dimensions (feet + inches)	Zoning District
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				
Sign 6				
Sign 7				
Sign 8				

Supplemental Information: Please provide the following information with any DRAB sign application:

1. Site plan showing location of sign on the property
2. Site photographs showing existing conditions including full building facades (this includes multiple tenant buildings)
3. Scaled drawings (see below for additional detail)

Please contact the Planning & Zoning office with any questions at 781-751-9242 or swebster@dedham-ma.gov

Design Review Advisory Board

Sign Review Application Supplemental Requirements

Please identify and describe any and all signs that you are applying for. Use one sheet per sign (for example, two wall signs, one pylon sign, and three window signs would require 6 separate sheets).

Sign# _____

Description (what is the purpose and content of the sign...for example, a commercial building sign for Nike world headquarters).

Type

Freestanding:

- ☐ Residential
- ☐ Pole/Pylon
- ☐ Monument
- ☐ Incidental
- ☐ Identification

Wall Mount:

- | | |
|---|--|
| <input type="checkbox"/> Awning | <input type="checkbox"/> Building Marker |
| <input type="checkbox"/> Identification | <input type="checkbox"/> Incidental |
| <input type="checkbox"/> Marquee | <input type="checkbox"/> Projecting |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Wall Sign |

Window:

- ☐ Applied Lettering
- ☐ Sign Panel

Miscellaneous:

- ☐ Banner
- ☐ Flag
- ☐ Temporary Sign or Banner (note length of time sign will be posted_____)

Proposed Sign Dimensions Height _____ Width _____ Depth _____ Area (s.f.) _____

Is sign illuminated?

☐ Yes ☐ No | If yes, please explain how:

☐ Internal ☐ External Projecting ☐ Neon ☐ Other

Zoning District

- ☐ Single Residence A (SRA)/Single Residence B (SRB)/General Residence (GR)
- ☐ Central Business (CB)
- ☐ Local Business (LB)/General Business (GB)
- ☐ Highway Business (HB)
- ☐ Limited Manufacturing A (LMA)/Limited Manufacturing B (LMB)
- ☐ Administrative & Professional (AP)/Research, Development, Office (RDO)
- ☐ Planned Commercial (PC)
- ☐ SC
- ☐ OTHER _____

Photographs and Renderings

- ☐ All photographs of existing conditions, building facades, and other relevant site elements included
- ☐ All renderings of signs, site plans, and other detail sheets included

Contact Information: Please contact Planning & Zoning with any questions at 781-751-9240 or swebster@dedham-ma.gov

Design Review Advisory Board

☒ DESIGN REVIEW ADVISORY BOARD ☒ CHECKLIST FOR APPLICATIONS

The following **must** be included with all **Design Review Advisory Board applications**, which include:

MAJOR PROJECTS

New Buildings
Building renovations
Site or parking plans

MINOR PROJECTS

Storefronts
Awnings
Signs

- ☐ **Seven (7) sets** of completed application
- ☐ **Seven (7) sets of Owner Affidavit.** A letter from the owner indicating that the proposed modifications is acceptable to the owner and may be erected if recommended by DRAB and approved by Building Commissioner.
- ☐ **Seven sets of Narrative Description** of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Seven (7) sets** of scaled drawings **including:**
 - ☐ Site and Parking Plan (Major Projects);
 - ☐ Architectural Building Plans and Elevations (Major Projects and Storefronts);
 - ☐ Zoning Map (from Dedham Web GIS) (All Projects);
 - ☐ Proposed signage and/or awnings (Minor Projects)
 - ☐ Existing and proposed conditions (All Projects)
- ☐ **Seven (7) sets of site photos** showing project property and adjacent buildings and/or sites; existing conditions; and other relevant site or area elements. If the property contains more than one business, pictures of the **entire façade** are also required. Photographs shall be submitted on paper sized at 8.5" x 11" with index numbers and description and shall not be raw photographs unless submitted at full letter size.
- ☐ **Seven (7) sets of supporting materials:** Additional information that illustrates the proposed design intentions. At a minimum, this shall include a narrative description of the project either in a cover letter or other document. The narrative description should include reference to site location, size, and other characteristics (i.e. zoning classification); project details including dimensions and other relevant information; and any special circumstances or requests related to the application.
- ☐ **Seven (7) sets of samples:** Color, finish, and material samples and/or manufacturer's product specifications. Large sample palates may allow for one sample and six (6) color photographs of the sample.
- ☐ **Acrobat (pdf) files of all plans, maps, and photographs.**

IMPORTANT REMINDERS

- Applications for the next hearing will be accepted **no later than two (2) weeks before the scheduled meeting date** to allow proper time for posting of the meeting with the Town Clerk and review of materials.
- Application fee of **\$25.00** must be received with the completed application.
- All applications must provide evidence of property owner authorization.
- When submitting your application as a hard copy, be sure to include **SEVEN (7) complete sets** of the checklist materials and provide a pdf file of the plans as well.
- **Any application submittals without all sets of all required information will be deemed incomplete and the application will not be added to the agenda until the required copies are received (see photocopying fees).**